

*Promise Camp of Family Guidance, Inc.*  
**POSITION OPENING - JOB DESCRIPTION**

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**POSITION TITLE:** Operations Director

**REPORTS TO:** Camp Director

**JOB TYPE:** Seasonal (Camp season is June 15 - July 23, 2011, plus some camp preparation in the Spring)

**POSITION SUMMARY**

Promise Camp is an exciting Christ-centered, residential summer camp for at-risk children. Campers range between 8 and 14 years of age and are frequently from culturally diverse, unchurched, single-parent families. This position oversees the "operations" side of camp - including food preparation, camp cleanliness, and the supervision and development of camp operations staff. The Operations Director plays a key role in the training, development, and discipleship/spiritual nurturing of those on the operations staff, and often to many of the camp program staff as well. This position works closely with the camp director regarding the daily operation of the camp and may at times be asked to assist with various aspects of camp programming.

The camp is divided up into six sessions; each of which is approximately one-week in length. Different kids will attend each week. There are eight total cabins, serving 48 total children each week (24 male, 24 female). It is important to build a positive and healthy relationship with the campers. Our goal is to personally demonstrate to them the love of Christ Jesus. Family Guidance offers all staff one full week of on-site training before the camp begins, as well as supervision and assistance throughout the camp.

**REQUIREMENTS**

**The Position Requires:**

- A devoted relationship with Jesus Christ.
- Pennsylvania Act 33 and 34 background clearances.
- Operations Director must be at least 19 years of age.
- Demonstrated ability to be a strong role model and supervise others, and yet work as a team player.
- Having a positive, up-beat attitude toward the youth whom we serve.

**SPECIFIC RESPONSIBILITIES AND DUTIES**

**Pre-Camp Responsibilities:**

- Coordinate with camp managers what supplies are needed for camp.
- Contact food service and order food and needed supplies for training week.

- Plan nutritious, balanced menus for training week and camp sessions.
- Keep track of all expenses and delivered items to stay on budget.
- Organize kitchen for arrival of cooks and support staff to aid in meal preparation.
- Participate in the Promise Camp Orientation and Training. Ensure that all operations personnel are adequately trained in all elements of their jobs prior to camp.

#### **In-Camp Responsibilities:**

- Dedicate each day to God through prayer. Commit to pray daily for the camp, staff unity, and campers. Rely upon God's strength and leading throughout each day of camp.
- Plan and lead daily devotions for support staff, and be prepared to share your faith with a camper who is seeking God. Work with fellow staff and campers to establish relationships that honor Jesus.
- Work cooperatively with the Head Cook to keep track of items that need to be ordered and order them, complete record-keeping and budgeting of all food purchases.
- Ensure that meals are prepared and provided to the campers and staff on time.
- After each meal and snack time, oversee and assist in the cleaning of the dining hall. On a daily basis, oversee the cleaning of camp facilities, including the bunkhouses, garbage removal, bathrooms, etc.
- Supervise support staff, and help them to establish and fulfill daily and weekly work goals.
- Help with discipline cases as needed.
- Work with Camp Director and Program Directors to build unity and team spirit within the entire staff.
- Assist the Camp Director and Program Directors in resolving disciplinary issues involving campers.
- Act as a liaison to the camp managers regarding the general facilities and operations. Report facility problems immediately to both the camp director and camp managers.
- Complete other tasks and duties as they are assigned, and follow camp policies.

#### **Post-Camp Responsibilities:**

- During camp and at its conclusion, assist the camp director by providing informal staff reviews that may be helpful when he performs the exit interview process for operations staff.
- Lead the camp clean up day. Arrange and supervise the camp clean up process.
- Make suggestions to the Camp Director for future purchases that would improve camp facilities.
- Provide the Camp Director with a list of all expenses and purchases from the camp.